

<b>DEPARTMENT OF DEFENSE</b>				<b>1. CLEARANCE AND SAFEGUARDING</b>	
<b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b>				a. FACILITY CLEARANCE REQUIRED <b>SECRET</b>	
<i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</i>				b. LEVEL OF SAFEGUARDING REQUIRED <b>N/A</b>	
<b>2. THIS SPECIFICATION IS FOR:</b> (X and complete as applicable)				<b>3. THIS SPECIFICATION IS:</b> (X and complete as applicable)	
a. PRIME CONTRACT NUMBER		b. SUBCONTRACT NUMBER		a. ORIGINAL (Complete date in all cases)	Date (YYMMDD) <b>3 11 03</b>
c. SOLICITATION OR OTHER NUMBER <b>FA8604-D4-R-6026</b>		DUE Date (YYMMDD) <b>040326</b>		b. REVISED (Supersedes all previous specs)	Revision No.
X		c. FINAL (Complete Item 5 in all cases)		Date (YYMMDD)	
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following:					
Classified material received or generated under <b>F33601-99-C-J010</b> (Preceding Contract Number) is transferred to this follow-on contract					
<b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following:					
In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____					
<b>6. CONTRACTOR</b> (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
TBD		TBD		TBD	
<b>7. SUBCONTRACTOR</b>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
N/A		N/A		N/A	
<b>8. ACTUAL PERFORMANCE</b>					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
N/A		N/A		N/A	
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b>					
AFRL/SNZ & AFRL/SNR Computer System Administrator Support					
<b>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</b>					
	YES	NO	<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		X	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	X	
b. RESTRICTED DATA		X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		X
d. FORMERLY RESTRICTED DATA		X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		X
e. INTELLIGENCE INFORMATION			e. PERFORM SERVICES ONLY		X
(1) Sensitive Compartmented Information (SCI)		X	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		X
(2) Non-SCI	X		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		X
f. SPECIAL ACCESS INFORMATION		X	h. REQUIRE A COMSEC ACCOUNT		X
g. NATO INFORMATION		X	i. HAVE TEMPEST REQUIREMENTS		X
h. FOREIGN GOVERNMENT INFORMATION	X		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		X
i. LIMITED DISSEMINATION INFORMATION		X	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		X
j. FOR OFFICIAL USE ONLY INFORMATION	X		l. OTHER (Specify)		
k. OTHER (Specify)			<b>Pre-contract access to classified information is not required. Notification of Government security activity is required. See addendum.</b>		X

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct ☒ Through (Specify):

ASC/PA Bldg 14  
1865 4th Street, Suite 15  
WPAFB, Ohio 45433-6503

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.  
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete

The National Industrial Security Program Operating Manual (NISPOM), Jan 95, applies to this solicitation.

- a. Ref Blk 10j: For Official Use Only (FOUO) applies. See addendum.
- b. Ref Blk 10e(2): Contractor will require access to intelligence information and must comply with AFI 14-303/AFMC Supplement 1. The Program Manager has determined that disclosure does not create an unfair competitive advantage for the contractor or a conflict of interest with the contractor's obligation to protect the information. The contractor will submit the AFMC Form 210 to AFRL/IN (acting in a limited and temporary SIO role) for approval prior to granting access.
- c. Ref Blk 11a: Using activity will provide security classification guidance for performance on this contract. On base performance in support of AFRL/SN, Bldg 620, Area B, WPAFB OH. . If any classified information is generated in the performance of this contract at the identified location, the contractor shall apply derivative classification and markings consistent with the source material.
- d. Ref Blk 11l: The Notification of Government Security and Visitor Group Security Agreement Clause applies. See Contract Clause in Section 1 for details.
- e. Program Manager: Thomas P. Porubcansky, 937-255-2713 x4296, AFRL/SNZC, Bldg 620 Rm N1-A12, 2241 Avionics Circle, WPAFB, Ohio 45433-7303.
- f. Ref Blk 17f: DISTRIBUTION: 88thSFS/SFAS

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.) Yes ☐ No ☒

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.) Yes ☒ No ☐

Contract performance will occur at WPAFB. DSS is relieved of all inspection responsibility for contracts performed on this installation. 88 SFS/SFAS will maintain security oversight.

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL  
Frieda M. Thornton

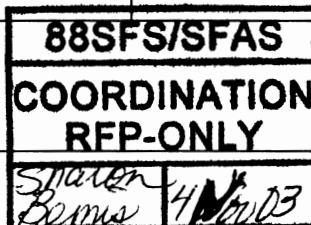
b. TITLE  
Contracting Officer

c. TELEPHONE (Include Area Code)

937-257-2135 x4407

d. ADDRESS (Include Zip Code)

88 ABW / PKVA Bldg 1  
1940 Allbrook Drive  
WPAFB, Ohio 45433-5309



**17. REQUIRED DISTRIBUTION**

- ☒ a. CONTRACTOR
- ☐ b. SUBCONTRACTOR
- ☒ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- ☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- ☒ e. ADMINISTRATION CONTRACTING OFFICER
- ☒ f. OTHERS AS NECESSARY

e. SIGNATURE

**ADDENDUM TO DD FORM 254 (Block 10j)**  
**FOR OFFICIAL USE ONLY (FOUO)**  
(Reference DoD Regulation 5400.7/Air Force Supplement, 22 July 1999)

1. **GENERAL:** FOUO is information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more of the Freedom of Information Act (FOIA) exemptions 2 through 9. Additional information on FOUO may be obtained by contacting the User Agency. FOUO is assigned to information at the time it is created in a DoD Agency or derivatively as instructed in a Security Classification Guide.

2. **MARKING:**

a. FOUO information received (**released by a DoD component**) should contain the following marking, when received: ***THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER FOIA. EXEMPTION(S) \_\_\_\_\_ APPLIES/APPLY.***

b. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any). Each paragraph containing FOUO information shall be marked as such.

c. Within a classified document, an individual page that contains both FOUO and classified information shall be marked at the top and bottom with the highest security classification of information appearing on the page. Individual paragraphs shall be marked at the appropriate classification level, as well as unclassified or FOUO, as appropriate. An individual page that contains FOUO information but no classified information shall be marked "FOR OFFICIAL USE ONLY" at the top and bottom of the page, as well as each paragraph that contains FOUO information. NOTE: For "production efficiency" the entire document may be marked top and bottom with the highest level of classification contained within it, as long as every paragraph is marked to reflect the specific classification of the information it contains.

d. Mark other records, such as computer print outs, photographs, films, tapes, or slides "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

e. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

3. **DISSEMINATION:** FOUO may be disseminated between officials of DoD Components, DoD contractors, consultants and grantees to conduct official business for DoD. Recipients shall be made aware of the status of such information **and transmission shall be by means that preclude unauthorized public disclosure.**

4. **TRANSMISSION:** FOUO information shall be transmitted in a manner that prevents disclosure of the contents. When not commingled with classified information, it may be sent via first-class mail or parcel post. Bulky shipments, i.e. testing materials, that otherwise qualify under postal regulations, may be sent by fourth-class mail. FOUO information may also be sent over facsimile equipment; however, when deciding whether to use this means, balance the sensitivity of the records against the risk of disclosure. Consider the location of sending and receiving machines and ensure authorized personnel are available to receive the FOUO information as soon as it is transmitted. Transmittal documents shall call attention to the presence of FOUO attachments. FOUO information may also be sent via e-mail, if it is sent via a system that will prevent unintentional or unauthorized disclosure.

5. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal building security, locked buildings or rooms normally provide adequate after-hours protection. If such protection is not considered adequate, FOUO material shall be stored in locked containers such as file cabinets, desks, or bookcases. *Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.*

6. **DESTRUCTION:** When no longer needed, FOUO information shall be disposed of by any method that will preclude its disclosure to unauthorized individuals.

**ADDENDUM TO DD FORM 254 (Blk 11)**  
**NOTIFICATION OF WPAFB SERVICING SECURITY ACTIVITY**

1. Thirty days **before** the date Contractor operations will begin on Wright-Patterson AFB OH (WPAFB), the Contractor shall provide to 88 SFS/SFAS Bldg 8, 1801 Tenth Street, WPAFB, OH 45433-7625 the following information:

- a. The name, address, and telephone number of your company's Facility Security Officer and your designated on-site security representative;
- b. The contract number and military contracting command;
- c. The highest classification category of defense information to which Contractor employees will have access;
- d. The date Contractor operations will begin on WPAFB OH;
- e. The estimated completion date of operations on WPAFB OH;

2. This requirement is in **addition** to visit request notification procedures contained in DoD 5220.22M, National Industrial Security Program Operating Manual, Chapter 6.

Effective 12 February 2002